

# Volume VIII , Section 6 – School Processing Options

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## Overview

School Processing Options are parameters or criterion that are set by the school and dictate how the COD System processes school data. Schools must confirm that these school processing options are set appropriately for each award year prior to submitting data for that award year to COD for processing.

Any questions related to the following school processing options should be directed to the COD School Relations Center at the following phone numbers or email address:

- 1-800-474-7268 for Pell Grant assistance or Campus Based assistance
- 1-800-848-0978 for Direct Loan assistance or Campus Based assistance
- [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com)

## Promissory Note Print Option

This processing option determines whether the COD System prints the promissory notes or the school prints its own promissory notes for each award year.

### ***Business Rules:***

- 1) This option applies to Full Participant and Phase-In Participant Schools.
- 2) This option applies to Direct Loan schools only.
- 3) The values for this option are “N” or “Y.”
- 4) “Y” signifies that the COD System prints the promissory note and sends to borrower.
- 5) “N” signifies that the school prints the promissory note.
- 6) Direct Loan schools may update this option at anytime on the COD web site.
- 7) The Promissory Note Print Code field/tag on the Origination Record and on the Common Record allows a school to override the selected school option at the individual loan level.
- 8) The Promissory Note Print Code field/tag enables a school to select who is responsible to print the note for a specific loan and, if COD prints, to select whether the note is sent to the school or the borrower.
- 9) The Promissory Note Print Code field/tag can also be used to request the COD System to reprint a promissory note and sent to the borrower or the school.
- 10) If an award does not contain the Promissory Note Print Code field/tag, the COD System defaults to the option on the school profile when processing the award.

## Promissory Note Type Option

This option determines whether the single-year or multi-year feature is applied to a Promissory Note for each award year. Schools eligible to use the multi-year feature can choose to issue single-year or multi-year promissory notes.

### ***Business Rules:***

- 1) This option applies to Full Participant and Phase-In Participant Schools.

- 2) This option applies to Direct Loan schools only.
- 3) The values for this option are “single-year” or “multi-year.”
- 4) “Single-year” signifies the borrower must submit a promissory note for each academic year for that specific school.
- 5) “Multi-Year” signifies the school may allow the borrower to receive loans for subsequent academic years based on a previously signed MPN.
  
- 6) All schools are now eligible for the MY feature. .

7)

New schools to the Direct Loan program will be defaulted to use the MY feature in the COD system

8)

Direct Loan schools may update this option by contacting COD Customer Service.

**Note:** For more information regarding eligibility for the MY MPN feature see the Dear Colleague Letter GEN-02-10 (November 2002) and DBL-03-02.

## Disclosure Statement Print Option

This processing option determines whether the school prints its own disclosure statements or allows the COD System to generate the Disclosure Statement upon receipt of the required information for each award year.

### ***Business Rules:***

- 1) This option applies to Full Participant and Phase-In Participant Schools.
- 2) This option applies to Direct Loan schools only.
- 3) The Disclosure Statement Print Code field/tag on the Origination Record and Common Record allows a school to decide at the individual student loan level who is responsible to print the disclosure statement for a specific loan and overrides the selected school option.

- 4) The Disclosure Statement Print Code field/tag can also be used to request the COD System to reprint a disclosure statement.
- 5) If an award does not contain the Disclosure Statement Print Code, the COD System defaults to the option on the school profile when processing the award.
- 6) Direct Loan schools may update this option at anytime on the COD web site.
- 7) The values for this option are “Y” or “N.”
- 8) “Y” signifies that COD prints.
- 9) “N” signifies that school prints.

## **Administrative Cost Allowance Option**

This processing option determines whether or not the school will receive the Pell Administrative Costs Allowance (ACA) for each award year

### ***Business Rules:***

- 1) This option applies to Full Participants and Phase-In Participants
- 2) This option applies to Pell Grant Schools only.
- 3) The values for this option are “N” or “Y.”
- 4) “Y” signifies that the school will receive the ACA.
- 5) “N” signifies that the school will not receive the ACA.
- 6) Pell Grant schools may contact COD School Relations to request that FSA updates this option.

## **Number of Future Days to Display Disbursements**

This processing option determines the number of days into the future that a school can view estimated disbursements on the COD web site.

### ***Business Rules:***

- 1) This option applies to Full Participant and Phase-In Participant Schools.
- 2) The values for this option are 1 - 999 days.

- 3) The default for this option is 14 days.
- 4) Schools may update this option at anytime on the COD web site.

## **Pell Grant Error Processing Option**

This processing option determines whether the COD System rejects or corrects certain Pell Grant data elements that do not pass edits.

### ***Business Rules:***

- 1) This option applies to Full Participants only.
- 2) This option applies to Pell Grant Schools only.
- 3) The values for this option are “Rejected” or “Corrected.”
- 4) “Rejected” signifies that the COD System will reject certain Pell Grant data elements that do not pass edits.
- 5) “Corrected” signifies that the COD System will correct certain Pell Grant data elements that do not pass edits.
- 6) The default for this option is “Corrected.”
- 7) Full Participant Pell Grant schools may contact COD School Relations to request that FSA updates this option.

## **Full or Standard Response**

This processing option determines whether the COD System returns to the school a Full or Standard Response to Common Records processed by the COD System.

### ***Business Rules:***

- 1) This option applies to Full Participants only.
- 2) A Full Response contains all the original tags sent by the School and the rejected data elements and reason codes.
- 3) A Standard Response contains only the rejected data elements and reason codes.
- 4) This option defaults to a Standard Response.

- 5) Schools can override this option on a record-by-record basis by submitting the <FullResponseCode> tag on the Common Record.
- 6) If the <FullResponseCode> tag is not sent, the option defaults to Standard Response.

## **Response Records Generated Based on Web Activities**

This processing option determines whether the COD System sends Response Documents to the school's SAIG mailbox based on activity performed on the COD web site. This activity includes processing a new student, award or disbursement, or a change to any of these on the COD web site.

### ***Business Rules:***

- 1) This option applies to Full Participant Schools only.
- 2) The values for this option are "N" or "Y."
- 3) "Y" signifies that the COD System will send a Response Document to the school's SAIG mailbox based on activity performed on the COD web site.
- 4) "N" signifies that the COD System will not send a Response Document to the school's SAIG mailbox based on activity performed on the COD web site.
- 5) The default for this option is "N."
- 6) Schools may update this option at anytime on the COD web site.
- 7) If the school selects to receive a Response Document for activity performed on the COD web site, the Document Type is "WB" indicating a web initiated response.
- 8) The <DisbursementSequenceNumber> is 66-90 for Common Record Response Documents with a Document Type of "WB."
- 9) The <PreviousSequenceNumber> tag is returned on Common Record Response Documents with a Document Type of "WB" to indicate the previous accepted Disbursement Sequence Number on the COD system for this Disbursement Number.

## **Common Record Response Document Length Option**

Full Participant schools have the option to receive Response Documents with one tag set per line or a specified maximum number of bytes per line up to 10,000 bytes.

### ***Business Rules:***

- 1) This option applies to Full Participant Schools only.
- 2) The default for this option is one tag set per line.
- 3) Schools may choose to change the default to a specified maximum number of bytes per line, up to 10,000 bytes per line.
  - a. The minimum allowed bytes per line is the length of the longest tag in the Common Record XML Schema.
- 4) Schools must contact COD School Relations to request that this option be updated.

**Note:** Schools are encouraged to discuss this option with their software vendors before electing to make any changes to the default. The school's software must be prepared to accept Common Record Response documents of the new length.

## **School Reports Options**

**2004-2005 Modification:** Beginning in 2004-2005, Schools have the ability to set options for the frequency, format, and sort order for some school reports via the Report Selection page on the COD web site. The options available vary by report.

### ***Business Rules:***

- 1) This option applies to Full Participant and Phase-In Schools.
- 2) Schools have the ability to set options via the Report Selection page on the COD web site for the following Pell Grant Reports. Specific options available vary by report:
  - a. Funded Disbursement List
  - b. Pending Disbursement List
  - c. Pell POP Report
  - d. SSN/Name/Date of Birth Change Report
- 3) Schools have the ability to set options via the Report Selection page on the COD web site for the following Direct Loan Reports. Specific options available vary by report:

- a. Funded Disbursement List
  - b. Pending Disbursement List
  - c. 30 Day Warning Report
  - d. Duplicate Student Borrower Report
  - e. Inactive Loan Report
  - f. SSN/Name/Date of Birth Change Report
  - g. SAS
- 4) Schools have the ability to select the sort order for reports via the Report Selection page on the COD web site. Specific options available vary by report. Sort order options include:
- a. Last Name, First Name, Middle Name/initial (if applicable), SSN
  - b. SSN, Last Name, First Name, Middle Name/initial (if applicable)
  - c. Award ID, Last Name, First Name, Middle Name/initial (if applicable)
- 5) Schools have the ability to select the frequency options for reports via the Report Selection page on the COD web site. Specific options available vary by report. Frequency options include:
- a. Daily – report is generated every day with yesterday’s data
  - b. Weekly – report is generated once a week on Saturday with data beginning with the prior Monday
  - c. Monthly – report is generated once a month on the first Saturday of the current month with the prior month’s data
  - d. Do Not Distribute - Future report generation is cancelled
- 6) Schools have the ability to select format options for reports via the Report Selection page on the COD web site. Specific options available vary by report. Format options selected apply to reports pushed to schools via SAIG, not to reports delivered to the School Newsbox on the COD web site. Format options include:

- a. Preformatted
  - b. Fixed Length
  - c. Comma Delimited
  - d. Pipe Delimited
- 7) Default values for each report option are indicated by an asterisks (\*) on the Report Selection Page on the COD web site.
  - 8) A COD system Event is created when a user selects report options on the Report Selection Page on the COD web site.
  - 9) Changes made to report options on the Report Selection Page on the COD web site are effective the following day, and will be used for the next run of that report
  - 10) For Pell Grant Schools only, report options can be set by each Entity ID and are applied based on the Entity ID receiving the data.

For example, Reporting School A has two Attended Schools B and C. Reporting School A sets report options on the COD web site using its Entity ID while Attended School B and C set different options using their Entity IDs. All reports delivered to Reporting School A's SAIG mailbox or COD web site Newsbox will be formatted according to the options set for the Reporting School Entity ID, even if the report contains data on its Attended School. Likewise, reports delivered to the Attended School COD web site Newsbox will be formatted according to the options set for the Attended School Entity ID, not the options set for the Reporting School Entity ID.